

Exit Form - Carl R. Woese Institute for Genomic Biology

Complete and return to Gatehouse office 1601 ONLY if you leave IGB permanently.

Name	
UIN	
NetID	
Faculty Sponsor	
Job Title	
IGB Departure Date	

Contact information for future correspondence: Home Business

Street Address	
City, State, Zip/Country	
Phone	<input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Cell
Personal Email	

Reason for leaving the Institute for Genomic Biology:

- | | |
|--|--|
| <input type="checkbox"/> Graduation | <input type="checkbox"/> Appointment Ended |
| <input type="checkbox"/> Accepted another position on the UIUC campus. | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Resignation | |

Checklist for departure activities - please initial when complete:

	Complete the Exit Form and return it to IGB Information Desk room 1601 Gatehouse. (required)
	Return desk key(s) to Theme Secretary <i>(if applicable)</i> . Theme Secretary name: _____ Initials: _____
	Return office key(s) to the IGB Information Desk in room 1601 IGB Gatehouse. Complete Key Reimbursement Request if applicable. (required)
	Bring Loaned Equipment (Laptop) to the IGB Information Desk to complete the Loaned Equipment Form-Return <i>if applicable</i>
	Check with the Computer and Network Resource Group (CNRG) (131 IGB-Gatehouse Concourse) regarding Institute-related computing networks, printing services, email accounts, and telephones. (required)
	Return all office and lab equipment with your research theme to the lab manager <i>(if applicable)</i>
	Lab Safety Checkout <i>(if applicable)</i>
	Forward UIUC email <i>(optional)</i> - You may log into UIUC Tech Services to forward UIUC campus email to another existing email address for one year. https://answers.uillinois.edu/illinois/page.php?id=47593